



FOR OFFICE USE ONLY	
CASE NO.	_____
DATE SUBMITTED	_____

## DESIGN DISTRICT BUILDING & SIGN REVIEW APPLICATION

### Design Review Board

(Check one)

☐ NG-1

☐ NG-2

☐ NG-3

☐ WPC

☐ OV

Staff Review Only

#### MINIMUM SUBMITTAL REQUIREMENTS

- \_\_\_\_\_ Application completed in full.
- \_\_\_\_\_ \$200.00 Special District Application fee
- \_\_\_\_\_ Ten (10) folded copies of facade details (including signage) with dimensions. (for Facades only)
- \_\_\_\_\_ Ten (10) folded copies of sign details with dimensions. (for signs only)
- \_\_\_\_\_ Color and material samples.
- \_\_\_\_\_ If attached signage is proposed, provide ten (10) copies of a building elevation showing sign placement.

Date of Preapplication Conference: \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

PRESENT USE OF PROPERTY \_\_\_\_\_

PROPOSED USE OF PROPERTY \_\_\_\_\_

#### APPLICANT'S INFORMATION:

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

#### PROPERTY OWNER'S INFORMATION:

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

DESCRIPTION OF PROPOSED EXTERIOR CHANGES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AND/OR

☐

**ATTACHED SIGN**

Square Footage \_\_\_\_\_

☐

**FREESTANDING SIGN**

Square Footage \_\_\_\_\_

*All applications (except Overlay district applications) must be reviewed by the Design Review Board. Once a meeting is scheduled, the applicant will be notified of the date and time so that he can be present to discuss the proposal with the Board. The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.*

\_\_\_\_\_  
Signature of Owner, Agent or Applicant

\_\_\_\_\_  
Date